

**LIBRARY**  
**DEPARTMENT 15**  
**SUMMARY OF APPROPRIATION**  
**Fiscal Year 2002 - 2003**

**ADMINISTERED BY:                      DIRECTOR OF LIBRARY SERVICES**

<b>FUNDS</b>	<b>2001-2002</b>		<b>2002-2003</b>	
	Actual	Alloc. Positions	Adopted Budget	Alloc. Positions
<b>OTHER OPERATING FUNDS- COUNTY LIBRARY FUND:</b>				
64010 County Library	\$ 2,799,899	45	\$ 3,308,376	46
Subtotal Other Operating Funds	\$ 2,799,899	45	\$ 3,308,376	46
<b>TOTAL</b>	\$ 2,799,899	45	\$ 3,308,376	46

## LIBRARY

LIBRARY FUND 160 — 64010  
Elaine Reed, Director of Library Services

Budget Category	Actual 2000-01	Actual 2001-02	Department Requested 2002-03	CEO Rec 2002-03	Rec Change %	BOS Adopted 2002-03
Salaries & Benefits	\$ 1,648,110	\$ 1,821,557	\$ 2,161,337	\$ 2,122,501	17%	\$ 2,162,324
Services & Supplies	\$ 955,158	\$ 1,045,615	\$ 1,063,134	\$ 982,608	-6%	\$ 1,174,100
Other Charges	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Fixed Assets	\$ 11,038	\$ 26,961	\$ -	\$ -	-100%	\$ 38,600
Approp for Conting.	\$ -	\$ -	\$ 35,000	\$ -	0%	\$ -
Other Financing Uses	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Chgs from Depts	\$ 41,899	\$ 43,984	\$ 54,594	\$ 61,277	39%	\$ 66,277
Gross Budget	\$ 2,656,205	\$ 2,938,117	\$ 3,314,065	\$ 3,166,386	8%	\$ 3,441,301
Less: Chrgs to Depts	\$ (112,029)	\$ (138,218)	\$ (132,925)	\$ (132,925)	-4%	\$ (132,925)
Net Budget	\$ 2,544,176	\$ 2,799,899	\$ 3,181,140	\$ 3,033,461	8%	\$ 3,308,376
Less: Revenues	\$ (2,888,646)	\$ (2,989,124)	\$ (2,746,317)	\$ (2,746,317)	-8%	\$ (2,698,917)
Net County Cost	\$ (344,470)	\$ (189,225)	\$ 434,823	\$ 287,144	-252%	\$ 609,459
Alloc. Positions	42	45	46	45	0%	46

## Mission and Major Programs

To provide information and library materials which support the educational, recreational and cultural endeavors of the people in the community. Library staff selects, organizes and makes available for public use, materials in a variety of formats. These include books, audio books, magazines, pamphlets, videos, CD's, audiocassettes, Internet services and CD-ROM's. Library staff also assists citizens in finding information and resources. Adults who wish to learn or improve their reading, writing and spelling skills are served by Placer Adult Literacy Service (PALS), the Library's literacy program.

To accomplish this mission, the department has identified the following major program service efforts, related costs and number of allocated positions:

MAJOR PROGRAM SERVICE EFFORT	2001-02 APPROP.	ALLOC POS.	2002-03 REQ. BGT.	REQ. POS.	REQ. \$ CHANGE	REQ. POS. CHG.
1. Library Materials	\$745,788	2.50	\$692,272	2.55	(\$53,516)	0.05
2. Public Service	1,917,455	31.20	1,674,931	30.00	(242,524)	(1.20)
3. Support Service	532,766	8.30	753,650	10.45	220,884	2.15
4. Literacy	51,250	1.00	93,261	1.00	42,011	0.00
5. Law Library	122,918	2.00	99,952	2.00	(22,966)	0.00
<b>GROSS BUDGET TOTAL</b>	<b>\$3,370,177</b>	<b>45.00</b>	<b>\$3,314,065</b>	<b>46.00</b>	<b>(\$56,112)</b>	<b>1.00</b>

## Fiscal and Policy Issues

In FY 2001-02, the County was notified by the State Controller's Office of a required increase in the existing Educational Revenue Augmentation Fund (ERAF) shift from the Library, representing an additional shift of \$305,000 for FY 2002-03. In addition to the ongoing obligation, the State Controller has

## LIBRARY 160 - 64010

determined that \$1.6 million is due from the Library Fund to ERAF for prior years FY 1992-93 through FY 2000-01. (FY 2001-02 has been correctly adjusted in the current Library budget). The County is attempting to seek legislative relief for the \$1.6 million obligation. If unsuccessful in the Legislature, a long-term repayment plan is being explored. The Library will be challenged to accommodate even the current year shift of funds to ERAF, a difficulty that would only be compounded by the addition of retroactive payments for prior years.

The County Executive Office (CEO) recommends and the Library is in the process of updating a long-range plan for library services. A plan is also required to apply and successfully compete for Proposition 14 State bond funding for library construction. The application deadline for the first Prop. 14 funding cycle is June 14, 2002. The long-range plan will provide the Board of Supervisors an opportunity to better understand library needs throughout the County, be fully informed about the long-term fiscal implications, and guide staff through the next decade of countywide priorities.

Again this year, the recommended budget includes a substantial subvention from the General Fund. It is recommended that the General Fund continue to pay for building maintenance, ground's maintenance, custodial services and their associated administrative costs (approximately \$321,000). Likewise the charge for general county administrative costs (approximately \$236,000) would again not be charged for FY 2002-03 to avoid corresponding reductions in Library materials or services. In addition, the County Building Fund includes \$200,000 (including \$100,000 rebudgeted from FY 01-02) to further efforts to plan expansions of several branch libraries.

### Performance Indicators & Measures

MAJ. PGM. NO.	WORKLOAD/PERFORMANCE INDICATOR & MEASURE	UNIT OF MEAS.	2000-01 PR. YR. ACTUAL	2001-02 CURR. YR. EST.	2002-03 REQ. BGT. EST.	2002-03 REQ. BGT. \$'S	2002-03 REQ. POSIT.
1.	Library Materials	QNTY	0	42,600	39,000	\$684,808	2.55
	Cost per Item	Dollars	\$0	\$17.33	\$17.56		
2.	Public Service	QNTY	0	1,000,000	1,201,100	\$1,587,758	29.78
	Cost per Unit of Service	Dollars	\$0.00	\$1.83	\$1.32		
3.	Support Service	QNTY	0	0	39,000	\$723,060	10.45
	Cost per Item Processed for Overall Admin. & Technology Costs	Dollars	\$0	\$0	\$18.54		
4.	Literacy Services	QNTY	0	60	470	\$91,358	0.65
	Cost per Unit of Service	Dollars	\$0	\$820	\$194		

### Recommended Expenditures

Recommended expenditures have decreased in response to the decrease in Library revenues; however, increases have nevertheless been included for approved cost-of-living and merit adjustments for salaries and benefits, full year costs for the Meadow Vista Library, and a technology position added in FY 2001-02. Services and supplies have decreased primarily due to a reduction in library materials that were needed for the start-up of the Meadow Vista Branch that opened in December 2001. Requested, but not recommended unless funding is available, is the addition of a new library clerk allocation for the Rocklin Library.

As noted above, with the reallocation of certain costs to the General Fund, \$425,000 can be recommended for library books and materials for FY 2002-03, which includes anticipated donations of \$25,000. In accordance with Board direction, increases in State funding for library services will be used to increase Library resources and not to reduce the General Fund subvention of the Library.

### **Recommended Cost Transfers and Revenues**

In FY 2002-03, this budget will receive various operating revenues including library fines (\$90,000), State funding (\$193,000) and an annual contribution from the City of Auburn (\$12,000). Revenue from interest earnings, rental fees for library community rooms, and miscellaneous sources are expected to total approximately \$40,000, and Law Library expenditures will be reimbursed by the Law Library Trust Fund (\$94,000). Finally, the budget will receive property tax revenues (\$2,278,259), and will use estimated FY 2001-02 fund balance carryover (\$282,444) and a portion of reserves (\$4,700) to balance. Additionally, Library operating contingencies, at \$34,815 for FY 2001-02, have been zeroed out to balance the budget.

### **Recommended if Funding is Available**

If year end fund balance carryover is higher than anticipated, and on-going revenues are available, it is recommended that a new library clerk be added to the Rocklin Branch Library to support increased branch use (\$24,573). It is further recommended that the remaining balance be designated for capital and contingency reserves, and for additional library operating expenses and materials.

### **Departmental Concurrence or Appeal**

The Director of Library Services is requesting that the County General Fund backfill the shortfall of approximately \$280,000 caused by the increased ERAF shift. The County's fiscal condition does not, however, permit this additional backfill of State required reductions.

### **Final Budget Changes from the Proposed Budget**

To support the growing service needs at the Rocklin Library, the Board of Supervisors approved the addition of a Library Clerk-Entry to the Library staff (\$24,573). The Board also approved \$124,178 in rebudgets for system software, laptop computers and other operating costs. Other final adjustments included additional funding required for a new Library Automation System (\$97,022), shelving (\$8,600), worker's compensation cost increases (\$15,250), building maintenance costs and other operations (\$5,292). Revenue for the State's Public Library Foundation Program was decreased by \$47,400, and the remaining carryover fund balance was allocated to Library reserves, Designated for Contingencies (\$133,468). Finally at the request of the Library, certain minor changes were made in the Proposed Budget narrative and in the department's Performance Indicators and Measures for clarification.

# County Library

## County Library Fund

Fund: 160

Subfund: 0

Appropriation: 64010

Budget Category (1)	Actual 2000-01 (2)	Actual 2001-02 (3)	Dept Req 2002-03 (4)	CEO Rec 2002-03 (5)	BOS Adopted 2002-03 (6)
Salaries & Benefits					
1001 Employee Paid Sick Leave	6,660	3,997	5,136	5,136	5,136
1002 Salaries and Wages	1,151,100	1,246,410	1,444,035	1,426,075	1,444,035
1003 Extra Help	159,167	180,812	166,196	166,196	166,196
1004 Accr Compensated Leave	(23,106)	4,368			
1006 Sick Leave Payoff	688				
1007 Comp for Absence-Illness	2,994				
1300 P.E.R.S.	75,000	81,237	129,965	114,086	115,702
1301 F.I.C.A.	98,067	105,996	123,185	121,811	123,185
1310 Employee Group Ins	168,082	188,462	277,689	274,235	277,689
1315 Workers Comp Insurance	9,458	10,275	15,131	14,962	30,381
Total Salaries & Benefits	1,648,110	1,821,557	2,161,337	2,122,501	2,162,324
Services & Supplies					
2050 Communications - Radio		77			
2051 Communications - Telephone	102,650	95,226	98,696	98,696	113,296
2085 Household Expense	12	12			
2140 Gen Liability Ins	19,185	17,868	24,580	24,580	24,580
2290 Maintenance - Equipment	2,466	1,110	1,800	1,800	1,800
2291 Maintenance - Computer Equip	1,687	2,318	7,046	5,470	5,470
2405 Materials - Bldgs & Impr	17,549	19,669	20,000	20,000	20,000
2439 Membership/Dues	5,421	4,665	6,000	6,000	6,000
2481 PC Acquisition			4,700	4,700	4,700
2511 Printing	6,561	7,710	7,000	7,000	7,000
2522 Other Supplies	7,127	8,335	3,000		1,792
2523 Office Supplies & Exp	10,903	12,430	10,000	10,000	10,000
2524 Postage	21,319	26,095	30,000	30,000	30,000
2555 Prof/Spec Svcs - Purchased	2,610	1,515	5,000	2,500	30,000
2556 Prof/Spec Svcs - County			500		
2701 Publications & Legal Notices		960			
2709 Rents & Leases - Computer SW	10,814	11,194	12,612	12,612	12,612
2710 Rents & Leases - Equipment	41,489	40,548	55,600	55,600	58,200
2727 Rents & Leases - Bldgs & Impr	15,076	34,192	45,150	45,150	45,150
2809 Rents and Leases-PC	1,478	3,553			
2840 Special Dept Expense	121,948	104,610	91,100	90,000	220,000
2844 Training	8,595	6,231	9,950	8,000	23,000
2860 Library Materials	441,935	516,018	480,000	425,000	425,000
2931 Travel & Transportation	7				
2932 Mileage	3,240	3,502	3,500	3,500	3,500
2941 County Vehicle Mileage	13,551	14,839	13,000	14,000	14,000
2965 Utilities	99,535	112,938	133,900	118,000	118,000
Total Services & Supplies	955,158	1,045,615	1,063,134	982,608	1,174,100
Fixed Assets					
4451 Equipment	11,038	26,961			38,600
Total Fixed Assets	11,038	26,961			38,600
Charges From Departments					
5310 I/T Employee Group Insurance	29,204	30,705	44,777	44,777	44,777
5405 I/T Maintenance - Bldgs & Improvements	10,533	7,539	6,000	10,000	15,000
5552 I/T - MIS Services	1,260	1,735		2,500	2,500
5553 I/T - Revenue Services Charges	902	1,062		1,000	1,000
5556 I/T - Professional Services		2,893	3,817	3,000	3,000
5844 I/T Training		50			
Total Charges From Departments	41,899	43,984	54,594	61,277	66,277
Appropriation for Contingencies					
5600 Appropriation for Contingencies			35,000		
Total Appropriation for Contingencies			35,000		

# County Library

## County Library Fund

Fund: 160

Subfund: 0

Appropriation: 64010

Budget Category (1)	Actual 2000-01 (2)	Actual 2001-02 (3)	Dept Req 2002-03 (4)	CEO Rec 2002-03 (5)	BOS Adopted 2002-03 (6)
Gross Budget	2,656,205	2,938,117	3,314,065	3,166,386	3,441,301
Less: Charges to Departments					
5002 I/T - County General Fund	(111,970)	(138,218)	(132,925)	(132,925)	(132,925)
5026 I/T - Advertising & Promotion Fund	(59)				
Total Charges to Departments	(112,029)	(138,218)	(132,925)	(132,925)	(132,925)
Net Budget	2,544,176	2,799,899	3,181,140	3,033,461	3,308,376
Less: Revenues					
6100 Current Secured Property Taxes Gen	(1,941,890)	(1,915,766)	(2,008,037)	(2,008,037)	(2,008,037)
6107 Unitary & Op Non-Unitary	(85,828)	(88,036)	(84,555)	(84,555)	(84,555)
6111 Current Unsecured Property Tax Gen	(66,996)	(82,150)	(49,200)	(49,200)	(49,200)
6132 Redemptions Gen Taxes	473	4,526	214	214	214
6140 Property Taxes Prior Unsec	(1,276)	(1,387)	(1,030)	(1,030)	(1,030)
6160 Timber Tax Guarantee	(4,704)	(5,143)	(5,267)	(5,267)	(5,267)
6171 Supplemental - PropertyTaxes Current	(144,983)	(195,489)	(108,642)	(108,642)	(108,642)
6854 Library Penalties	(94,629)	(114,775)	(90,000)	(90,000)	(90,000)
6950 Interest	(31,346)	(31,491)	(25,000)	(25,000)	(25,000)
6965 Rents & Concessions	(12,363)	(9,364)	(7,000)	(7,000)	(7,000)
7205 Homeowners Property Tax Reduction	(37,666)	(38,685)	(21,742)	(21,742)	(21,742)
7232 State Aid - Other	(17,864)	(9,328)	(18,503)	(18,503)	(18,503)
7234 State Aid - Mandated Costs	(12,189)	(1,703)	(17,000)	(17,000)	(17,000)
7292 Aid from Other Governmental Agencies	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)
7315 Public Library Fund	(249,408)	(244,466)	(193,000)	(193,000)	(145,600)
7326 Federal - Other	(35,128)	100			
7491 St Aid-Local Govt Fiscal Relief (AB1661			(3,555)	(3,555)	(3,555)
7493 St Aid-Local Govt Fiscal Relief (AB1396	(4,994)				
8200 Library Services	(4,837)				
8203 Law Library Services	(89,835)	(100,212)	(94,000)	(94,000)	(94,000)
8208 Park & Recreation Services	(100)				
8755 Donation	(35,143)	(133,634)			
8762 State Compensation Insurance Refund	(155)				
8764 Miscellaneous Revenues	(5,785)	(7,337)	(8,000)	(8,000)	(8,000)
8954 Operating Transfers In		(2,784)			
Total Revenues	(2,888,646)	(2,989,124)	(2,746,317)	(2,746,317)	(2,698,917)
Net County Cost	(344,470)	(189,225)	434,823	287,144	609,459